

Manteno Public Library

Board Meeting

March 21, 2023

President G. Dodge called the meeting to order at 6:00 p.m.

Present: G. Dodge, C. Baldwin, J. Lockwood, S. Turner, P. Tovo, N. Wheeler, N. Shear.

Absent: B. Collier

**Approval of the Minutes:** S. Turner moved and P. Tovo seconded to approve the February 2023 minutes for the Library Board Meeting.

**Approval of the Financial Report:** N. Shear moved and N. Wheeler seconded to approve the February 2023 financial report as presented.

**Introductions of visitors and public comments:** There were no visitors or comments.

**Agenda Changes:** There were no agenda changes.

**Director's Report:** Staff Development Day was held on March 9<sup>th</sup>. The Hoopla program launched to the public on March 1<sup>st</sup>, as of March 15<sup>th</sup> we have 42 users. The book shelving project will happen on March 23<sup>rd</sup> and the library will be closed to the public that day.

The consolidated election is on April 4, 2023.

**Technology:** The new server was installed on March 9<sup>th</sup>. True Tech conducted maintenance on all library computers. E-Read Illinois Renewal form was submitted on March 15, 2023.

**Meetings and Workshops:**

FOIA Training Workshop 3/14/2023

OMA Training Workshop 3/16/2023

Benchmarking Webinar 3/22/2023

First Search/OCLC subscription webinar 3/28/2023

**Finance:** Money market interest: (February \$1.33)

E-commence: (February: \$70.40)

**Building:** Manteno Public Works will work with us to stripe the parking lot this year.

**Library Projects/Activities:**

Long Range Plan 2023 Budget Decennial Committee

**Friends of the Library:** The Friends hosted their book sale on March 11<sup>th</sup> as well as their Nothing Bundt Cake fundraiser pick-up. Upcoming fundraisers: Eco Clean in April, Movies in the Park- June, July & August. Their next meeting will be on April 4<sup>th</sup>.

**Monthly Statistical Report for November:** Circulation (8717), New Cards (49), Computer Usage (218), People Counter (2630), Web Usage (1162), HotSpot Usage (12), OverDrive Checkouts Audio (201), OverDrive checkouts e-books (286), Axis 360 Audio (23), Axis 360 e-books (34), Capira App Request Item (239), Capira App Search Catalog (700), Hoopla Borrows (3-staff).

**Youth Services Department Update:** J. Regan will visit URU on March 27<sup>th</sup> to read books about engineering as well as build towers with plastic cups. Manteno Elementary Preschool classes will visit the library for a tour on March 31<sup>st</sup>. The Winter Reading Challenge was a success! Storytime, Reading Buddies, Lego Club, Creation Station and TAG all continue to be popular programs each month. Upcoming programs: Easter Egg Hunt Storytime, National Library Week Lego Contest, National Library Week Celebration Open House.

**Adult Programs:** Upcoming adult programs: Adult Craft Night, Tuesday Book Club, Book Bingo, Not Your Mother's Book Club, Adult Coloring, Golden Gamers and Pen to Paper Writer's Club.

**Unfinished Business:**

Long Range planning committee invites and questionnaires will be sent out in late March. S. Turner moved and N. Shear seconded to approve the contract for Proven IT as presented.

**New Business:**

Director Lockwood and B. Collier met for a budget/personnel committee meeting. Upcoming topics will be brought to the board in the coming months.

The Decennial Committee will be formed during our May board meeting.

The board reviewed the following policies; Art Work Display Policy, Investment of Public Funds Policy and Prohibited Gifts Policy. All policies will stay as written with no changes.

G. Dodge moved and N. Wheeler seconded to renew the Sophos UTM Full Guard from True Tech as presented.

S. Turner moved and N. Shear seconded to approve the disposal of equipment as presented.

**Anticipated Items:** None at this time.

**Correspondence:** We were invited to the Manteno Chamber Golf Outing.

President G. Dodge adjourned the meeting at 6:32 pm.

Respectfully Submitted,

Cara Baldwin

Secretary